

# UPTON BISHOP PARISH COUNCIL

## Minutes of the Ordinary Meeting of the Upton Bishop Parish Council held on Tuesday 1<sup>st</sup> October at 7pm in the Upton Bishop Millenium Hall

### **Present**

Councillors: Mark Rusby (Chairman), Guy Cooper, Keith Cornwall, Paul Newman and Michael Wallace

### **In attendance:**

Andrée Mitchell (Clerk/RFO), Barry Durkin (Ward Councillor)

### **Public: 8**

The meeting opened at 7pm.

#### **1. To receive apologies for absence:**

Cllrs Mike Tyers and Vicky Eldridge had sent apologies.

#### **2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items**

Cllr Newman declared a non-pecuniary interest in item 4.4 regarding the website report, as it is managed by his wife.

Cllr Wallace declared a non-pecuniary interest in item 4.3 as his wife is a member of the Millennium Hall Committee.

#### **3. To consider, approve and sign the minutes of the Parish Council meetings held on:**

##### **3.1. 6th August 2024**

It was RESOLVED to approve the minutes as a true and proper record of the meeting and the minutes were duly signed by the Chairman.

##### **3.2. 3<sup>rd</sup> September 2024**

It was NOTED that the minutes for this ordinary meeting will be considered at the next scheduled meeting and that an interim draft will be put on the website.

#### **4. Public Question Time:**

- 4.1. To receive representations from Members of the Public  
There were none.

Signed by the Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_

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## 4.2. Ward Councillor's report

Ward Councillor Barry Durkin REPORTED on several local matters including:

- The increase in requirement for new housing.
- Funding available for residents affected by recent flooding through the Community Foundation's emergency flood fund.
- Museum of the Arts exhibition with behind-the-scenes tours available on various dates.
- Warning regarding scams and the importance of not confirming details over the phone to potential fraudsters.
- Restart of the parish council summit and the importance of participation.
- He has been advised that the Phocle Green Layby is Herefordshire Council/Highways land.

Cllr Durkin It was RESOLVED that the clerk would contact Balfour Beatty to confirm ownership of the Phocle Green Layby.

## 4.3. Millenium Hall report

The AGM is scheduled for Thursday, 10th October

## 4.4. Website report

Claire Newman, the Website Manager reported that the website has been quiet during the wet weather, however Harvest Festival is taking place from 18<sup>th</sup> to 21<sup>st</sup> October. Also that the Markets to the Door produce van has been an great service to the parish, but will now be stopping due to the retirement of the owners.

## 5. Planning:

5.1. To comment on planning applications for determination by Herefordshire Council:

5.1.1. Planning Consultation – 242294 – Tan House Stables, Upton Bishop, Ross-On-Wye, Herefordshire HR9 7UP – Proposed ancillary building for home office and gym.  
Application type: Full Householder.

It was RESOLVED to OBJECT to this planning application solely on the grounds that there is not sufficient clarity on the planning curtilage both articulated in the written word and in the supported diagrams.

5.2. Update on consultation on the National Planning Policy Framework

An email had been received from Herefordshire Council allowing very little time for consultation on the government's new National Planning Policy Framework. This had been distributed to councillors for information at this stage. Organisations such as NALC had submitted comments, and the email had been circulated to councillors including links to the policy.

*Ward Cllr Durkin left the meeting at 19:36*

Signed by the Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_

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## 6. Lengthsman

6.1. To consider an update on works carried out by the Lengthsman  
Cllr Rusby REPORTED that:

- Routine work is progressing to plan and as briefed at the last meeting.
- Following the heavy rainfall the parish has held up well. Cllr Rusby has identified seven areas where there were some issues and the Lengthsman has addressed this. There was an issue at Phocle Green and a new grip solved problem, now a critical grip.
- Two locations may require more work – B4221 below Hilltop and B4223 towards Bromsash. Grips have been bashed through, but ditches are in a poor state. Both are fast roads. Liaising with Barry Durkin and Balfour Beatty to arrange for road management.
- Tan House – on 23<sup>rd</sup> the road junction under a foot and a half of water. Catchment drainage ponds can fill and then clear quickly. Will work on clearing ditches. It may require an engineering solution.

6.2. To consider work to be carried out by the lengthsman  
It was NOTED that:

- No change to the plans briefed at the last meeting with the schedule transitioning to autumn preparations and clearing and maintaining all the salt bins, further work on the grips and gullies and clearing out any summer debris or autumn storm damage as appropriate.
- Included in this work schedule is tidying up the War Memorial ready for the Remembrance Day.

6.3. To consider an update on the lengthsman grant and management process following transfer of management to Herefordshire Council: No change.

6.4. To receive an update on drainage grant funding and consider actions arising from this  
It RESOLVED that the clerk would provide some examples of successful Local Drainage Fund bids with Cllr Rusby and request an extension in deadline.

## 7. Footpaths

7.1. To receive an update from the Footpaths Officer and consider actions arising from this  
Cllr Parr reported that Herefordshire Council had taken on a Public Rights of Way (PROW) volunteer development officer. Profiles have been drafted for volunteers and a scheme developed and they have purchased a software programme to support volunteer communication. This will also include a handbook and training.  
Cllr Parr will be attending the next Parish Summit where PROW is to be discussed.

Signed by the Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_

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## 8. Highways

8.1. To consider road issues for reporting to Balfour Beatty: No further update.

## 9. Communications

9.1. To consider progress on Phocle Green Broadband  
Cllr Newman explained that the Phocle Green area of the parish does not have high speed Broadband which is available to most of the Parish via the Crow Hill Green box under BT contract. The intention had been for a box at Phocle Green but the proposed suppliers Fastershire and Gigaclear ran out of money, and it was unclear what, if any progress is being made.

It was RESOLVED that Cllr Newman would draft a letter for the clerk to send to Herefordshire Council to raise the issue of High-Speed Broadband for Phocle Green with Herefordshire Council and include Cllr Durkin.

## 10. Finance

10.1. To consider the most recent finance report and bank reconciliation

It was NOTED that the current bank balances on the date of the meeting are:

Treasurer's account	£23,773.54
Business Bank Instant	£11,007.26
Total	£34,780.80

It was NOTED that the second tranche of the precept had been received.

10.2. To consider the bank mandate and move to online banking

It was NOTED that the local branch of Lloyds Bank will be closing in December, and it was RESOLVED to move to restart the process of moving to online banking which would require approval from signatories with full access rights and that the clerk would contact Lloyds to arrange to do this.

10.3. It was RESOLVED to make the following payments:

10.3.1. Clerk's salary – September 2024 as per agreed contract (£416.32)

10.3.2. HMRC – PAYE for September 2024 (£104.20)

10.3.3. PKF Littlejohn – External Audit costs associated with the council year end annual governance and assurance review year ended 31<sup>st</sup> March 2023 - £5,307.25 + VAT (£1,061.45)

10.4. The following receipts were NOTED:

10.4.1. Precept – second tranche - £9,131.00

10.4.2. Interest on Instant Saver account - £9.34

10.5. To consider an update on the 2022/23 External Audit

The clerk reported that the 2023/24 External Audit was now completed, and she had been advised that nothing further was required.

Signed by the Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_

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10.6. To consider an update on the 2023/2024 AGAR and Annual Accounts

It was NOTED that the external audit for the 2023/24 Accounts had been completed further to clarification of a few items and that the notice of conclusion of the audit had been posted onto the website and the noticeboards by the statutory deadline of the 30<sup>th</sup> September 2024 and it was RESOLVED that the notices would remain on the noticeboards for two weeks.

It was NOTED that the clerk had raised a query with respect to the wording of the External Audit report and would report back on the outcome of this.

10.7. Grants and Donations

10.7.1. It was RESOLVED to give a grant of £50 to the PCC for Morris Dancers for the Harvest Weekend 18th to 20th October 2024.

10.7.2. It was RESOLVED to give a grant of £70 for a professional face painter for the Christmas Fayre 7th December 2024.

10.8. Update on internal audit procurement: no change.

10.9. Update on financial management software review: It was NOTED that the clerk will be having some demonstrations of financial management software for parish council accounts during the coming month.

**11. Clerk's Report:** no additional items

**12. To consider items for the next meeting – No discussion:** there were none.

**13. To note the date of the next meeting:**

Tuesday 3<sup>rd</sup> December 2024 at Upton Bishop Millennium Hall at 7pm.

The Chairman thanked members of the public and Councillors for attending.

The meeting closed at 8:20pm

Signed by the Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_